

**BOARD OF SELECTMEN
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT**

MINUTES OF SPECIAL MEETING – BUDGET WORKSHOP,

Thursday, February 19, 2015 at 5:30 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Jason Bowsza (arrived at 5:41 p.m.), Steven Dearborn (arrived at 5:44 p.m.), Dale Nelson (left at 6:15 p.m.) and James Richards

Members Absent: None

Others: Kathy Pippin, Kimberly Lord, Caroline Madore, Laurie Whitten, Patricia Kratochvil, Kristen Bouchard and Melissa Maltese

I. Call to Order

First Selectwoman Denise Menard called the Budget Workshop to Order at 5:35 p.m. in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Jason Bowsza, Deputy First Selectman (arrived at 5:41 p.m.)
Steven Dearborn, Selectman (arrived at 5:44 p.m.)
Dale Nelson, Selectwoman (left at 6:15 p.m.)
James C. Richards, Selectman

III. Budget Presentations

- **Assessor (411700)**

Ms. Caroline Madore, Assessor, addressed the Board. Ms. Madore commented that she likes the new format of the budget. She indicated that what she needs is self-explanatory, full time salaries are increased due to contractual obligations and longevity increased. Her operating budget consists of professional services, supplies and equipment, travel, education and dues and capital purchases. She explained professional services is a person used for property audits. She discussed education costs of sending two of her employees for training, some courses are required yearly.

Deputy First Selectmen Jason Bowsza arrived at the meeting at 5:41 p.m.

Ms. Menard inquired as to the service of the printer in the Assessor's Office, if the cost was put in the services under the IT budget. Ms. Lord believes that all offices are getting their printing services from the IT budget except for the Tax Collector, but she will check. Ms. Menard commented that the Town has a good deal for toner with Staples and all toner costs should be done through central purchasing. IT was suggested taking \$250 out of the supplies/service for the printer as the IT service line will be absorbing those costs. A quick discussion regarding the special forms/envelopes which has to be specific per State Statute.

Selectman Steven Dearborn entered the meeting at 5:44 p.m.

A brief discussion was held regarding longevity increases and how they are computed. Ms. Menard and Ms. Lord commented that they are usually given during the anniversary date of hire and are given every five years. Any new hires are no longer eligible for longevity. Mr. Dearborn inquired how many people the increase for the full time salary line. It is for three full time staff members.

- **Town Planner (411100)**

Ms. Menard introduced to the Board, Ms. Laurie Whitten, Town Planner. Ms. Whitten explained her proposed budget first discussing salary lines. She indicated there is an increase in part-time salary in the amount of \$444 bringing the line to \$12,293. She also explained an increase in the full time salaries for contractual increases and a longevity payment to an employee who has been in her position for 24 years. Mr. Dearborn inquired the number of people in the office. Ms. Whitten replied three full time and one part-time. Within her professional services line, there is a big increase. She explained the increase includes NCCD, which assists the Inland/Wetland Commission of approximately \$2,000 and the EDC has requested an additional \$10,000 for a consultant. There is already \$10,000 in the budget for this position, but it is felt that an additional \$10,000 for a total of \$20,000 would be beneficial for the EDC. Mr. Richards commented that the EDC would like that amount to be approximately \$40,000 for a consultant. At one of the EDC meetings recently, it was discussed that a consultant cost could be \$80,000 to \$100,000 per year, but that expense not realistic at the present time. Mr. Dearborn suggested staying at the \$10,000 to see the results of his work and if it is beneficial, and give the additional \$10,000 for additional work to be done. Ms. Menard agreed with Mr. Dearborn's suggestion. Mr. Richards reminded everyone that the EDC put the position out to bid and only got one response for the half of year at \$10,000. He believes the request should be left at \$20,000. Ms. Menard commented that input from the EDC and from the Town Planner should be heard and listen to the staff as to what they recommend.

A brief discussion was held.

Ms. Whitten continued to discuss her proposal indicated that \$10,000 is being requested for a planning consultant for the POCD implementation for the Route 5 corridor and legal ads, printing approximately \$4,500. There is talk in the legislature once again about not being required to have legal ads printed in the newspapers for notice of public hearings and having those notices only on-line, but she doesn't believe that will pass. Supplies and Equipment include calendars, ink cartridges, business cards and other miscellaneous items has been budgeted for \$500; she indicated that could probably be decreased approximately \$200. Travel for mileage reimbursement and hotel out of town seminars for approximately \$1,800. Education and dues was up slightly by \$750 which represents education and training for the staff members and dues to various organizations and agencies. She gave the abbreviations of the organizations and it was inquired if she could give a list of those abbreviations to the Board Members as they do not know what they all mean. Ms. Whitten indicated she would do so. The last category of her budget she discussed was capital purchases. She indicated that she was told to ask what she believed her department is in need. She is requesting hanging plan holders and accessories, paint for the office, computer station for public, and 8 stackable guest chairs. The total of those purchases is approximately \$5,680.

A brief discussion was held.

Selectwoman Dale Nelson left the meeting at 6:15 p.m.

- **Tax Collector (410900)**

Ms. Menard introduced Ms. Patricia Kratochvil, Tax Collector to the Board. She began discussing the full time salary line which shows an increase which is contractual and an increase to part-time salary for 20 hours per week for 52 weeks. Ms. Menard indicated that it should be 19 hours and not 20 hours because 20 hours per week makes that person eligible for pension benefits. Ms. Kratochvil indicated she will refigure that line. As for professional services, there is a decrease in this line due to the fact her office will not have to report to the Department of Motor Vehicle. The State of Connecticut/Department of Motor Vehicle has purchased software which the Town of East Windsor will be able to use for free this first year, to report delinquent motor vehicle tax payers. It will be reported on a daily basis. After this year, it will be \$3,500 per year to use this software. It will be launched this April. Supplies and equipment reduction because a quote from software vendor for envelopes was more competitive therefore envelopes will be taken out of the IT budget. Education and dues have increased slightly to \$465 due to the State class for new staff, dues and meetings for collector and assistant for state, county and regional. Ms. Lord commented that she had changed the part-time salary line to correct the amount requested. It should be \$17,146 and the change to that line gives a bottom line requested at \$100,820.

Ms. Kratochvil then began discussing her capital purchases request. She indicated that it is she will continue to emphasize cash management and security within the tax collector's office. She is proposing to reconstruct the tax counter for security and handicap accessibility. She has had the police department and an office designer look at the Tax/Treasurer's Office. They have come up with proposals for better cash flow design, security and handicap accessibility.

A brief discussion was held. It was decided that at the end of the meeting, the Board will go down to her office and take a look as to what changes she is proposing.

- **Human Services (411700)**

Ms. Menard introduced Ms. Kristen Bouchard, Director of Human Services to the Board. Ms. Menard remarked that the Ms. Bouchard will be presenting on behalf of Human Services and Senior Center. The first department she is presenting is Human Services. The full time salary line is increased due to contractual obligations along the clerical contract has not yet been determined. Mr. Dearborn inquired how many staff members are in that office. Ms. Bouchard indicated three full time. There is no change in longevity. Professional services there is an increase of approximately \$1,500. The expense reflects a web based client data base named Charity Tracker. No data is used on the IT system, because it is web based. It has the ability to track client's data without the use of paper. The department's office has recently destroyed several cubic feet of information. Information must be kept at least six years for any client and four years for energy assistance. The program is paperless and keeps track of all clients and which programs they participate in, all of their sensitive information which will make it easier for staff to apply for programs for those individuals and there are no security issues in regards to their sensitive information. It was inquired if the program could be accessed remotely. Ms. Bouchard indicated that it could be accessed remotely and each user will have a password. The program will be able to tell who and when anyone accesses the program. Three users per year is a cost of \$810. There is an initial set-up fee. There are other programs available to the department, but this program seemed to be the right fit for the department. Other programs cost as low as \$2500 per year up to \$8,500 per year. There was a question regarding backing up the information. Ms. Bouchard indicated she wasn't really too sure how it is backed up as this is a web based program. All of the information is stored in the cloud. Shredding was discussed. Ms. Bouchard commented that the department has recently shredded many, many files and is in the process of cleaning up the files in the department.

A brief discussion was held.

Ms. Bouchard began discussing the increase in supplies which includes water for the office, as the water at the Annex cannot be used for drinking water, stamps on hand for eviction letters and client file reorganization. Travel expenses is slightly higher as two staff members do not submit for mileage for training and meetings, education and dues are for memberships for two staff members, monthly CLASS trainings for one staff member and other trainings as needed. One membership to NASW will need to be purchased. She is also looking to increase the general assistance line by approximately \$1,190. This money is used to help clients with emergencies to meet their basic needs and also to assist clients with energy assistance, rent, medical bills and other needs. The last category to be discussed was the capital purchases. She has been working with the First Selectwoman and the Chief of Police in regards to security behind the building where the Human Services office is located behind the Annex. It is very uncomfortable if at the office at night it is a very dark location. Adding an alarm system, key fob system, cameras and panic buttons is being required for security purposes. It is anticipated that cost would be approximately \$8,600.

A brief discussion was held.

- **Senior Center (710100)**

Ms. Kristen Bouchard, Director of Human Services, began discussing her proposed budget for the senior center. She said the biggest change is in the full time salary line as they will have three full time staff members as a part-time employee will be moved to 25 hours per week and therefore is classified as a full time employee. There will only be two part-time employees, a bus driver and clerical aid. The overtime line will stay the same; however, the longevity line will increase slightly as one of the full time employees will get an increase this year. She commented that there is a slight increase in professional services which includes advertising, signage, printing brochures and newsletters, pictures, defibrillator supplies, shredding, gas cards for meals on wheels volunteers and stamps. Ms. Menard commented about the mass mailing sent to all of the dial-a-ride patrons of the changes which were recently made to the program. She indicated that finally there will be a given day for certain medical appointments to specific cities and towns, for example, Monday is Hartford, Tuesday is Manchester, etc. This will service the seniors and disabled much more efficiently by saving money on gas and staff time. Ms. Bouchard described a typical week at the senior center and how the drivers are utilized at a more efficient manner. Ms. Bouchard was happy to report that the senior center has obtained a gaming license and therefore BINGO can be played for money. The seniors are very pleased with this development. She mentioned trips which are available to the seniors such as Rock Cat games, Big E, various restaurants and concerts. All of the activities are listed on the monthly calendar and seniors can sign up and pay for the activities in order to participate. Ms. Menard mentioned that calendars in the past were sent to the Board Members and to her office for display on the Town Hall bulletin board. Ms. Bouchard

mentioned she will have the calendar sent next month to the Board Members and to her office for display on the bulletin board.

Ms. Bouchard discussed other increases in her budget which is travel, programs and capital purchases. She discussed programs for seniors at the senior center and off site trips, entertainment for monthly socials, and food for programs such as “Food for Thought” and “Tea Time” along with snacks for monthly socials. She mentioned that the price for entertainment has increased. It has been budgeted for \$150 per show for years, but those entertainers have raised their costs. She mention the most popular event is the monthly social which over 100 people attend. The capital purchases that the center is in need of are six round tables, 100 stackable chairs, ten extra wide chairs and a table dolly. Some of the chairs are in disrepair and are not safe to use.

A brief discussion was held.

Board Recessed at 7:36 p.m.

Board Reconvened at 7:45 p.m.

- **Parks and Recreation (511000)**

Ms. Menard invited Ms. Melissa Maltese, Director of Parks and Recreation to the Board. Ms. Maltese gave to each Board Member a copy of her PowerPoint presentation for their review as she explained it from the smartboard. She described the activities, functions and responsibilities of her department. She administers programs and events for residents of East Windsor and surrounding towns; facilitates the usage of town parks and fields and manage the usage of the town owned parks and facilities; searches for and secures grants as a means of support for upgrades to parks, programs and facilities; and works in conjunction with other town departments and agencies to offer safe and quality lifelong leisure experiences. She mentioned her accomplishments of the past year which were: upgraded kitchens and bathrooms at the East Windsor Park and Pavilion using CIP money; purchased security cameras for East Windsor Park to be installed in the Spring of 2015 using CIP money; secured funding for the ERASE program and restarted the East Windsor Wellness Coalition; worked in conjunction with Department of Public Works and Little League to make field improvements to Osborn Field; and created a weekly email blast system to keep residents and subscribers informed of up to date information.

She began discussing her goals and priorities for 2015-2016. She said that she would like to create a social media campaign with the guidance of the police department; secure funding for playgrounds upgrades; secure funding for water quality upgrades to swimming area at East Windsor Park; park signage upgrade project to include address numbering of all Town Park properties; offer new

programs and events to the residents of East Windsor; revamp the aquatics program currently to meet all American Red Cross changes; and, develop a complete Emergency Action Plan for all town parks with the assistance of the police department.

Ms. Maltese began discussing the hard numbers of the budget beginning with the full time salary line. It is projected to increase slightly due to contractual obligation, part-time salary line will also increase slightly due to the minimum wage increase from \$8.70 to \$9.15 per hour. The discussion was held regarding the part-time groundskeeper and if that part-time salary should be in parks and recreation or should it be in public works. There are approximately 25 to 30 part-time seasonal workers who mow grass/line fields, life guards, snack bar personnel and clerical workers. Those who are groundskeepers should be paid out of the public works part-time salary lines and they work and report to Keith. Ms. Maltese then began discussing her recent request for a new position within her department. She gave her proposed job description to the Board Members for their review. This position would be aquatics/recreational supervisor which would give her the ability to revamp the entire aquatics program top to bottom, promote the current swimming facility and any additional aquatic components for future use; stress the importance of lifelong water safety for all residents and their guests; and, to provide an in-depth pre-season, in-season and post season aquatics training program for staff.

Ms. Maltese is also requesting a software purchase to better handle daily tasks of registrations, reservations, daily cash/credit management as well as thorough reporting; allows user to register at convenience; makes for a more efficient department by streamlining everything through one process; and, cooperatively work with finance department to handle the reporting of incoming funds in a more organized way. The SportsMan SQL modules designs are expandability and cost effectiveness. It includes activity registration, facility reservations and reporting and rentals. It is internet based includes online activity registrations and facility reservations and integrates with point and pay system that Tax Collector and WPCA currently uses.

A brief discussion was held.

IV. Adjournment

The meeting was adjourned at 8:29 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Substitute Recording Secretary